

POLICY MANUAL

State Mental Health, Mental Retardation and Substance Abuse Services Board
Department of Mental Health, Mental Retardation and Substance Abuse Services

POLICY 4018(CSB)86-9 Community Services Board Performance Contracts

Authority	Board Minutes Dated <u>October 22, 1986</u> Effective Date <u>November 19, 1986</u> Approved by Board Chairman <u>s/James C. Windsor</u>
References	§§ 37.1-198 and -199, <i>Code of Virginia</i> (1950), as amended. Report of the Commission on Mental Health and Mental Retardation, 1980. Final Report on Core Services and Formula Funding, 1983. Core Services Taxonomy V, February 5, 1993. Community Services Board Performance Contract, May 6, 1994.
Background	<ul style="list-style-type: none">• The Commission on Mental Health and Mental Retardation identified a need for increased accountability in the community services board system. In its Final Report on Core Services and Formula Funding, the Department proposed developing a performance contracting system to address this need. This system would be based on contractual arrangements between the Department and individual community services boards (CSBs), based on the Core Services Taxonomy. The General Assembly accepted this report in 1984.• The Department piloted the implementation of performance contracts with some CSBs in 1985. The first Core Services Taxonomy and the first Performance Contract, developed jointly with the Virginia Association of Community Services Boards, were revised in 1988. These documents continue to evolve in response to the changing needs of consumers and the new priorities and directions of the services system.

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Background (Continued)

- An original purpose of this policy was the elimination of the Program Application then submitted by CSBs. This Application was a detailed line item budget that focused on revenues and expenditures rather than on services and consumers. The 1990 policy review revealed that 26 CSBs had eliminated the dual submission of an Application and a Performance Contract. By 1992, the Program Application was no longer used, greatly reducing paperwork for CSBs. The Department condensed the Contract significantly in 1993, further decreasing the CSBs' paperwork burden.

Purpose

To establish the Community Services Board Performance Contract as the primary accountability mechanism between the Department and individual community services boards (CSBs).

Policy for CSBs

It is the policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board that:

- the Performance Contract shall constitute the annual plan and budget required of CSBs by §§ 37.1-198 and 199 of the *Code of Virginia*;
- the Contract shall be the primary accountability and funding mechanism for a community services board with the Department, defining the CSB's responsibilities and specifying the amounts of services the CSB will provide to the numbers of clients, at the costs, and for the revenues shown in the Contract, by categories and subcategories of core services for each program area (mental health, mental retardation, and substance abuse); and
- a CSB shall provide periodic reports to the Department on the accomplishment of its contract objectives.

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**Policy for
Department**

It is the policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board that:

- the Performance Contract shall be the primary accountability and funding mechanism for the Department with a community services board, defining the Department's responsibilities and specifying the amounts of funds it will provide for the services shown in the Contract;
- the Department shall monitor a CSB's accomplishment of its contract objectives through periodic reports submitted by the community services board; and
- the Department shall provide feedback to the board of directors about the CSB's accomplishment of its contract objectives.

**Monitoring of this
Policy**

The Community Services Administration Office shall implement this policy and monitor and evaluate its effectiveness.
